



ELSEVIER SCIENCE B.V.
Author Support Department
P.O. Box 2759, 1000 CT Amsterdam
The Netherlands

NOTES FOR EDITORS

EDITORIAL CHECK:

The Editor(s) should check through the papers carefully for scientific content. Any papers not of the required standard should be rejected or the author should be requested to re-type his/her paper taking into account the remarks/suggestions of the Editor or appointed Editorial Board.

TECHNICAL CAMERA-READY CHECK:

The author should be asked to re-submit his/her paper (or parts thereof) when the following discrepancies are noted:

- *Bad grammar and/or spelling:* a copy of the paper, marked with the necessary corrections can be mailed to the author, or, alternatively, the author can be asked to consult a colleague who has a good command of the English language, before he undertakes the re-typing.
- *Manual typewriter:* any papers typed on a manual are not acceptable and should be re-typed, either by the author(s) or the organisers, on an electric typewriter or word-processor/computer in combination with a laser/jet printer.
- *Hand-written formulae/equations:* the author should be asked to re-submit his paper, or parts thereof, including typed or strip-letter symbols.
- *Bad quality word-processor or computer printout:* If the contrast and/or quality is not up to standard, e.g. light grey text; dark shadowy text; very bold typeface used; uneven contrast, the author should be asked to re-submit a more acceptable version. (When manuscripts will be reduced, lettering should be able to withstand a 75–80% reduction and still be legible. This can especially be a problem with sub/superscripts and greek symbols in equations.)
- *Photocopied text:* is generally not acceptable, especially if the author has enlarged or reduced it to the required format – the author should be asked to re-submit using original text.
- *Wrong width/length of text:* the text width/length, especially that of justified text as printed out from a word-processor, should be as stated in the instructions; the author should be asked to re-submit if the correct width/length has not been utilised.
- *Bad quality figures:* messy hand-drawn, details too small and/or not clear, grey photocopies – the author should be asked to re-submit clear sharp originals.
- *Photographs:* should be originals (glossy prints); **not** screened or photocopied versions. **All** photographs will be reproduced in black/white (unless otherwise agreed upon).

Some of the above-mentioned discrepancies may, of course be corrected in the Editor's office should the staff and equipment be available. However, when correcting small parts or sections of papers *make sure that the exact typefont is matched-up with that used by the author.*

PREPARATION OF THE FINAL MANUSCRIPT:

The papers should be put into the order in which they are to appear in the published volume, and a Table of Contents should be made up.

The first four pages (i-iv) are reserved by the Publisher for the title pages and copyright page. The Preface or Foreword starts on page v, followed by the Acknowledgements, List of Committees, Table of Contents, etc. All this material should be numbered in Roman numerals and submitted in camera-ready form.

Each contribution should begin on a right-hand or odd-numbered page. The first article begins on page 1 and the second contribution, say, on page 12 or 13. If a contribution ends on an odd-numbered page, the following contribution should begin on an even-numbered page. If your manuscript is to be published in a **journal, please consult the production editor before finalising the pagination.**

If the volume is to be divided into Parts or Sessions, and the Editors wish to allow for special Part or Session pages, please allow for this in the pagination of the manuscript. The first Part/Session page should be 1, followed by a blank page 2, and the first contribution should start on page 3, and so forth as explained above.

Once the manuscript has been paginated following the above instructions you will be able to generate a paginated Author and/or Subject Index (if this has been agreed upon).

If a SUBJECT INDEX should be submitted (this will be stated in the Publishing Agreement), we suggest the following method:

- Use copies of the papers to underline or highlight words and phrases to be included in the index;
- Write the final pagination on the copies;
- Insert all words/phrases into the computer including the final page numbers;
- Proof-read carefully;
- Sort into alphabetical order.

Please consult us before printing out the final version as the requirements for letter type and format can vary depending on the published book size. The final camera-ready Subject Index must be submitted with the complete manuscript.

DELIVERY OF MANUSCRIPT TO PUBLISHER:

The manuscript should be delivered to the Publisher by the date stated in the Publishing agreement so as to minimise delays in the publication schedule. If for any reason, the deadline cannot be met, please inform the Publisher.

The following should be sent with the manuscript:

- Draft of the title page stating the definite title, possible subtitle, editors names and affiliations as they should appear in the published volume. If the Editors are from different countries, all affiliations should be given in one language, preferably English.
- A complete address list of the authors on adhesive labels for the distribution of complimentary copies (if applicable).
- All copyright transfer forms and reprint order forms, ordered according to the order of the volume, and any outstanding (copyright) problems/queries that you may have.

The manuscript should be packed with cardboard stiffeners and mailed by registered post or courier to:

ELSEVIER SCIENCE B.V.